

# Administration Section

## Harry F. Price, Executive Secretary

Operating under the direction of the executive secretary, the administrative offices provide services to all sections and offices of the Division of Natural Resources in the areas of budgeting, accounting, investments, staffing, payroll, employee benefits, procurement/property management and control, general services, information technology, and publishing *Wonderful West Virginia* magazine.

These offices are responsible for developing and maintaining sound fiscal and personnel policies, coordinating purchasing procedures, maintaining active inventory and records management programs, managing a statewide radio communication system, publishing the State's premier magazine, coordinating and maintaining a myriad of information technology functions, and developing administrative procedures required for the orderly correlation of divisional activities and the overall operation of the division. The services are provided by employees working in seven major branches: staffing, payroll and employee benefits, general services, fiscal services, budget, information technology, and *Wonderful West Virginia* magazine.

### Staffing

The Staffing branch acts as liaison between sections of the division and the West Virginia Division of Personnel in order to secure qualified applicants and to ensure fair and equitable treatment for employees. This office also maintains personnel files and leave records for all employees of the Division of Natural Resources.

on regular programs and an additional 6 work-training enrollees. The year-round work force for DNR is approximately 1,500 permanent and temporary employees with fluctuations due to seasonal programs and activities.

Work force characteristics as of June 30, 2003, are listed in the chart below.

On June 30, 2003, the Division of Natural Resources had 833 permanent and 1,026 hourly employees employed

Section	Permanent Employees	Average Age	Average Years of Education	State Service	Average Mo. Salary
Administration	49	44	13	13 yrs 6 mos	\$2,710
Environmental Res.	17	45	14	10 yrs 5 mos	\$2,377
Executive	6	46	15	16 yrs 5 mos	\$4,091
Law Enforcement	134	45	14	16 yrs 6 mos	\$3,133
Parks & Recreation	417	46	13	14 yrs 6 mos	\$1,976
Real Estate Mgmt.	9	49	14	15 yrs 4 mos	\$3,091
Wildlife Resources	201	45	15	15 yrs 6 mos	\$2,878
<b>Division</b>	<b>833</b>	<b>46</b>	<b>14</b>	<b>14 yrs 6 mos</b>	<b>\$2,459</b>

Fifty-nine (59) vacancy announcements were posted and distributed throughout the agency for employee bulletin boards and mailed to other State agencies. Fifty-nine (59)

job vacancies were filled by transfer/promotion of current State employees or new hires.

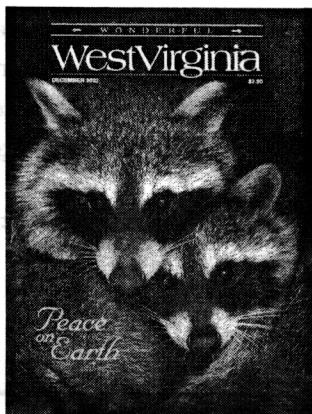
## Administration Section

### Payroll and Employee Benefits

The Payroll and Employee Benefits branch electronically processes and approves data concerning payrolls and administers employee benefit programs and other related items for the Division of Natural Resources and the Division of Forestry through the statewide Employee Payroll Information Control System (EPICS), acting as liaison between those agencies and the Auditor's Office. The benefit programs include unemployment, workers' compensation, retirement, and insurance. Other responsibilities include WVFIMS processing for DNR payrolls, fund transfers pertaining to payrolls, retirement, insurance programs, and maintaining personnel, activity, and payroll related information on all seasonal and temporary hourly employees on State parks.

### Wonderful West Virginia Magazine

*Wonderful West Virginia* is an official publication of the West Virginia Division of Natural Resources and is the State's premier publication. Published monthly, there are about 49,000 copies printed of each issue.



In FY 2003 the average number of copies mailed each month to paid individual subscribers was 43,200. In addition, some 3,000 copies were distributed each month to paid bulk subscribers such as government agencies, chambers of commerce, motels, real estate firms, etc., newsstands on State parks, and other newsstand distributors.

### General Services

The General Services branch includes management of a statewide two-way radio communications network, centralized purchasing and inventory control, and coordination of central mail and messenger operations. Management of district level administrative activities is also a function of this branch. Property and Procurement handles all purchasing transactions, inventory control, records management programs, and property and liability insurance for the division.

### Information and Technology Services

The Information and Technology Services Unit manages the Charleston office local area network; provides training and support to PC and mainframe users; provides computer program analysis, coding, and documentation to other DNR sections; maintains security of all information technology (IT) resources; develops and recommends IT policies, procedures, and plans for DNR; reviews and approves any purchase of IT products and services within DNR, and maintains DNR Web pages.

### Budget Office

The Budget Office prepares the division's appropriation requests, expenditure schedules and amendments and monitors all budgeting processes for compliance with generally accepted accounting and auditing practices. The office manages the division's budgeting system consisting of the State budget and federal cost accounting, reporting, and automated clearing house payment systems. It establishes and ensures adherence to budgetary policies and standards and serves as a liaison for negotiation and preparation of the division's indirect cost allocation plan. The office prepares, coordinates and processes legislative fiscal notes that affect rules and regulations relating to the division.

### Fiscal Services

Centralized accounting and auditing services are the primary functions of this operational unit. The fiscal services office is responsible for preparing financial statements for the division. Various analytical, budgetary and management reports are originated and distributed. Receipting, investing and billing are the major daily functions of this fiscal office. Auditing and payment processing of all division obligations occur in these offices. The unit is the liaison with the Travel Management Office for travel approval and seeks reimbursement from the Auditor's Office for employees.

The following report is limited to a presentation of the fiscal operations of the West Virginia Division of Natural Resources for the year ending June 30, 2003. Itemization of summarized financial data contained in this report are public record and on file.

## Administration Section

### COMBINING STATEMENT OF REVENUES, DISBURSEMENTS AND CHANGES IN CASH BALANCES FISCAL YEAR 2002-2003

#### Appropriated Funds

##### GENERAL FUND (0265)

Appropriated Fund - No Cash Balance

###### Disbursements

Personal Services	(9,318,849.02)	
Employee Benefits	(3,769,954.26)	
Current Expense	(343,838.91)	
Repairs and Alterations	(16,002.67)	
Equipment	(5,732.00)	
Grants and Awards	(362.40)	
PEIA Reserve Transfer	<u>(87,150.63)</u>	
Total Disbursements		<u>(13,541,889.89)</u>

##### SPECIAL REVENUE LICENSE FUND (3200)

Cash Balance July 1, 2002

1,122,879.61

Investment Balance July 1, 2002

10,194,395.22

Beginning Fund Balance

11,317,274.83

###### Receipts

Animal Replacement Costs	38,238.02
Hunting & Fishing Licenses and Stamps	12,971,207.15
Investment Earnings	178,782.58
Miscellaneous Permits and License	10,226.00
Miscellaneous Collections	32,695.74
Surplus Property Sale	6,480.00
Undistributed E-Commerce License Sales	<u>(149,610.46)</u>

Total Receipts

13,088,019.03

###### Disbursements

Personal Services	(7,672,129.70)
Employee Benefits	(2,571,583.50)
Current Expense	(1,886,344.95)
Repairs and Alterations	(183,211.74)
Equipment	(429,391.84)
Bank Costs	(1,586.85)
Debt Service Leases - Principle	(216,503.83)
Debt Service Leases - Interest	(16,916.45)
2000 Capital Improvement	(70,914.71)
2001 Capital Improvement	(350,477.92)
2002 Capital Improvement	(453,168.71)
2003 Capital Improvement	<u>(313,119.75)</u>

Less Total Disbursements

(14,165,349.95)

Ending Fund Balance

10,239,943.91

Less - Investment Balance June 30, 2003

(8,451,636.11)

Cash Balance June 30, 2003

\* 1,788,307.80

\* Auditor's Cash Balance was 1,937,918.26. Please see note at end of financial statements.

## Administration Section

### GAME, FISH AND AQUATIC LIFE FUND (3202)

Cash Balance July 1, 2002		20.87
Investment Balance July 1, 2002		<u>30,760.40</u>
Beginning Fund Balance		30,781.27
Receipts		
Fish Kill Reimbursement	2,851.46	
Investment Earnings	<u>535.42</u>	
Plus Total Receipts		3,386.88
Disbursements		
Current Expense	<u>(10,464.00)</u>	
Less Total Disbursements		<u>(10,464.00)</u>
Ending Fund Balance		23,704.15
Less - Investment Balance June 30, 2003		<u>(14,135.82)</u>
Cash Balance June 30, 2003		<u><u>9,568.33</u></u>

### WILDLIFE DIVERSITY FUND (3203)

Cash Balance July 1, 2002		136,633.84
Investment Balance July 1, 2002		<u>1,187,627.38</u>
Beginning Fund Balance		1,324,261.22
Receipts		
Gift Shop Sales	2,488.64	
Investment Earnings	23,278.36	
Miscellaneous Collections	27,522.71	
Sale of Booklets	3,190.73	
Sale of Wildlife Calendars	91,509.67	
Sale of Wildlife License Plates	<u>393,290.00</u>	
Plus Total Receipts		541,280.11
Disbursements		
Personal Services	(160,544.00)	
Employee Benefits	(52,457.35)	
Current Expense	2,990.95	
Bank Costs	<u>(226.21)</u>	
Less Total Disbursements		<u>(210,236.61)</u>
Ending Fund Balance		1,655,304.72
Less - Investment Balance June 30, 2003		<u>(1,487,005.74)</u>
Cash Balance June 30, 2003		<u><u>168,298.98</u></u>

### USE & DEVELOPMENT FUND - PUBLIC LAND CORPORATION (3205)

Cash Balance July 1, 2002		157,317.60
Receipts		
Channel Changes	1,200.00	
Coal Annual Fees	1,000.00	
Coal Royalties	118,336.58	
Docking Facilities	9,101.00	
Gas & Oil Leases	16,435.41	
Low Water Fords	1,700.00	
Low Water Level Bridges	49,700.00	
Miscellaneous Collections	1,900.00	
Pipeline Permits	71,517.50	
Rental Fees	3,000.00	
Right of Way	100.00	
Sand & Gravel Royalties	45,529.51	



## Administration Section

Sand/Gravel ATE Management	11,400.00	
Stream Restoration	1,600.00	
Structures	32,006.00	
Subterranean Cable Permit Renewal	3,175.00	
Water Intake Supply System	<u>2,600.00</u>	
Plus Total Receipts		370,301.00
Disbursements		
Personal Services	(173,396.00)	
Employee Benefits	(47,588.57)	
Current Expense	(37,421.15)	
Repairs and Alterations	(817.00)	
Equipment	(1,357.16)	
Payment of Claims	0.00	
PEIA Reserve Transfer	<u>(1,877.04)</u>	
Less Total Disbursements		<u>(262,456.92)</u>
Cash Balance June 30, 2003		<u><u>265,161.68</u></u>
<b>WHITEWATER STUDY AND IMPROVEMENT FUND (3253)</b>		
Cash Balance July 1, 2002		82,320.41
Investment Balance July 1, 2002		<u>62,348.15</u>
Beginning Fund Balance		144,668.56
Receipts		
Investment Earnings	2,450.92	
Study and Improvement Fees	<u>73,005.31</u>	
Plus Total Receipts		75,456.23
Disbursements		
Personal Services	(44,681.92)	
Employee Benefits	(16,411.71)	
Current Expense	(21,787.56)	
Equipment	1,989.47	
PEIA Reserve Transfer	<u>(416.84)</u>	
Less Total Disbursements		<u>(81,308.56)</u>
Ending Fund Balance		138,816.23
Less - Investment Balance June 30, 2003		<u>(30,399.07)</u>
Cash Balance June 30, 2003		<u><u>108,417.16</u></u>
<b>RECYCLING ASSISTANCE FUND (3254)</b>		
Cash Balance July 1, 2002		1,574,414.54
Receipts		
Tipping Fees	<u>1,852,648.30</u>	
Plus Total Receipts		1,852,648.30
Disbursements		
Personal Services	(161,336.17)	
Employee Benefits	(39,504.30)	
Current Expense	(159,332.43)	
Repairs and Alterations	(11.63)	
Equipment	(10,601.84)	
Grants and Awards	(1,460,641.76)	
PEIA Reserve Transfer	<u>(1,497.01)</u>	
Less Total Disbursements		<u>(1,832,925.14)</u>
Cash Balance June 30, 2003		<u><u>1,594,137.70</u></u>

## Administration Section

### PARKS LOTTERY NET PROFITS (3267)

Cash Balance July 1, 2002		4,882,437.41
Receipts		
Lottery Transfers	<u>3,551,776.00</u>	
Plus Total Receipts		3,551,776.00
Disbursements		
Personal Services	(2,058,136.51)	
Employee Benefits	(808,410.77)	
Current Expense	(546,273.45)	
Repairs and Alterations	(549,843.94)	
Equipment	(226,738.90)	
Grants and Awards	(100,000.00)	
PEIA Reserve Transfer	(18,104.28)	
Consultant Pmts for Capital Asset Proj	(171,005.00)	
Building Improvements	(31,765.79)	
Land Improvements	(67,641.88)	
Land Purchases	(200,000.00)	
Building Purchase or Construction	(128,266.55)	
1994 Capital Improvement	<u>(13,618.52)</u>	
Less Total Disbursements		<u>(4,919,805.59)</u>
Cash Balance June 30, 2003		<u><u>3,514,407.82</u></u>

### STATE PARK IMPROVEMENT FUND (3277)

Cash Balance July 1, 2002		<u>6,198,938.00</u>
Beginning Fund Balance		6,198,938.00
Receipts		
Lottery Transfers	<u>5,000,000.00</u>	
Plus Total Receipts		5,000,000.00
Disbursements		
Current Expense	(129,738.18)	
Repairs and Alterations	(330,327.36)	
Equipment	(257,521.18)	
Consultant Pmts for Capital Asset Proj	(29,920.00)	
Building Improvements	(3,305.82)	
Land Improvements	(290.55)	
Land Purchases	(119,984.10)	
Building Purchase or Construction	<u>(22,000.00)</u>	
Less Total Disbursements		<u>(893,087.19)</u>
Cash Balance June 30, 2003		<u><u>10,305,850.81</u></u>

### CONSOLIDATED FEDERAL FUND (8707)

Cash Balance July 1, 2002		2,075,749.98
Investment Balance July 1, 2002		<u>1,629,798.73</u>
Beginning Fund Balance		3,705,548.71
Receipts		
Law Enforcement		
Boating Safety	183,932.00	
Gifts and Bequests	3,500.00	
Hunter Safety Replacement Cards	19,370.00	
Hunter Safety	<u>164,947.50</u>	371,749.50
Wildlife Resources		
Acid Water Studies	100,239.84	

## Administration Section

Biometrics	220,026.86		
Boating Access Administration	298,501.16		
Commercial Navigable Rivers	32,694.14		
District Wildlife Management	1,081,504.00		
Endangered Species	35,026.81		
EPA Wetlands Development Grant	18,069.51		
Fish & Wildlife Coordination	173,056.00		
Interagency Coordination	348,138.23		
Investment Earnings	58,760.41		
Miscellaneous	1,523.00		
Nongame Grant	9,000.00		
Ohio River Mainstem System Study	342,040.38		
Reservoir Investigations	90,988.43		
Rivers and Streams Assessment	52,261.30		
Small Impoundment Assessment	21,824.01		
Statewide Fisheries Development	96,745.23		
Stream Fencing Project	2,794.21		
Surplus Property Sale	16,601.60		
Trout Hatchery Operations	1,307,002.40		
Wildlife Research	500,000.00	4,806,797.52	
Plus Total Receipts			5,178,547.02
Disbursements			
Personal Services	(2,890,483.65)		
Employee Benefits	(885,328.63)		
Current Expense	(1,545,319.00)		
Repairs and Alterations	(138,987.64)		
Equipment	(566,884.19)		
Bank Costs	(24,597.47)		
Less Total Disbursements			(6,051,600.58)
Ending Fund Balance			2,832,495.15
Less - Investment Balance June 30, 2003			(305,659.14)
Cash Balance June 30, 2003			<u>2,526,836.01</u>

## Non-Appropriated Funds

### LAW ENFORCEMENT PROGRAM FUND (3204)

Cash Balance July 1, 2002	140,404.71
Investment Balance July 1, 2002	<u>812,593.22</u>
Beginning Fund Balance	952,997.93
Receipts	
Boating Under the Influence (BUI)	0.00
Flood Reimbursement	71,723.91
Hunter Safety Card Replacement	1,170.00
Investment Earnings	13,926.13
Miscellaneous Collections	1,090.00
Miscellaneous Permits	4,013.30
Motorboat Licenses	188,740.20
Tipping Fees	463,162.08
Whitewater Rafting Licenses	<u>41,383.69</u>
Plus Total Receipts	785,209.31